

Charter Township of Oshtemo

TOWNSHIP TREASURER ASSISTANT

TOWNSHIP HR ASSISTANT

Oshtemo Charter Township – A progressive, growing community in the Kalamazoo area, is seeking multi-talented candidates for mid-level assistance with accounting, HR & insurances, & customer service. Qualifications include HR experience, accounting experience, strong Microsoft Office skills, & ability to work in a fast paced environment. BS&A software experience is a plus. Position may be filled with one full time or two part time employees, depending on qualifications. Competitive salary and benefits. More information can be found at www.oshtemo.org Respond by August 31st, 2015.

Submit resume to 7275 W. Main St., Kalamazoo, MI 49009, Fax 269-375-7180, or oshtemo@oshtemo.org

August 11, 2015